

So...you are attending a Kansas Water Authority meeting as a representative of your Regional Advisory Committee.



What you should know!

Thank you for agreeing to be the RAC representative. We think it is helpful to have a representative of each RAC attend the Kansas Water Authority meetings. We appreciate your time and effort. We hope that you will communicate your thoughts on the meeting to your RAC at the next opportunity.

Typically, the RAC chair will serve as the RAC representative to Kansas Water Authority meetings. However, if the RAC Chair cannot attend they will ask their Vice Chair or another member to attend in their place and notify their basin planner regarding attendance at the meeting. Your KWO basin planner will provide this information to support staff in order to send the RAC representative the appropriate meeting materials and logistics information.

- A “meeting logistics” information memo about the meeting is sent to RAC chairs approximately two-three (2-3) weeks prior to the meeting. The RAC representative attending the meeting will benefit from the information in that logistics memo. If you have not received that memo, please contact Kelly Freed at kelly.freed@kwo.ks.gov (785) 296-3185 or Katie Ingels at katie.ingels@kwo.ks.gov, (785) 296-3185.
- Meeting materials are posted on the KWO webpage (www.kwo.org) approximately two (2) weeks before the meeting. You can review the materials on line or print them to review at your leisure.
- The RAC representative who is attending needs to respond to any requests regarding attendance at events during the meeting by the deadline provided in order to complete the planning for the meeting.
- The RAC chairs (RAC representatives) meeting is usually held before the Full Authority meeting.
- RAC representatives attending the KWA meeting are observers of the meeting and sit in the audience.
- Travel expenses are provided for one (1) representative from each RAC at each Kansas Water Authority meeting. RAC representatives will need to fill out state of Kansas forms for payment for travel expenses. RAC representatives attending the KWA meeting will also need to fill out and sign a travel reimbursement form (provided at the meeting) and return it to Katie Ingels or Katie Mitchell, or you can mail it to the KWO.
 - The RAC representative receives travel reimbursement for one (1) night of lodging and mileage. Please note, however, that if you live within 30 miles of the meeting, lodging reimbursement is not provided. We would also ask that you consider commuting to and from the meeting if you live within 60 miles of the meeting. Reimbursement for meals is not provided.
 - Mileage is calculated using the Kansas Department of Transportation distance calculator. Mileage is paid from your town to the meeting town. <http://kdotapp.ksdot.org/mileagebetweencities/index.aspx>
 - **An example:** Betty Smith is attending the Kansas Water Authority meeting in Topeka. Betty lives 6 miles from Great Bend Kansas. Mileage will be paid from Great Bend to Topeka. Using the KDOT mileage calculator, Betty will be reimbursed 188 miles each way or a total of 376 miles. Mileage payments are calculated using the current state mileage reimbursement rate.

If you have any questions please call the Kansas Water Office at 785-296-3185.